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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

June 3, 2008

Dear Children's Residential Facility/Home Licensees:

Being a licensed care provider is a serious responsibility. The very health, safety and well being of those in your care depend on the quality of care provided by you and your staff and the condition of your home or facility. As a licensed provider you are required, at all times, to comply with laws and regulations aimed at protecting those in your care. Our job in the Community Care Licensing Division (CCLD) is to make sure that each licensee is meeting these requirements, an equally serious responsibility. Both licensees and CCLD are aiming for the same goal: protection of the vulnerable people being served in community care settings.

The CCLD representatives come to inspect your facility periodically, but you are there every day. It is critical that you routinely review your facility's operation to ensure that all licensing requirements are met. As part of CCLD's continued efforts to work with you to ensure compliance with licensing requirements, we have developed a checklist covering the most serious violations that come to our attention. These are violations that present immediate or substantial threats to the physical health, mental health or safety of those in your care.

We strongly suggest that you use the attached checklist when conducting your own facility inspections, assessing the people you care for, reviewing your records and training your staff. This will help you evaluate your compliance with those requirements that, when not met, result in the most serious threat to the health and safety of those in care. You may wish to add other items to the checklist to address areas that have been problematic for you in the past or to implement program standards that exceed licensing requirements.

The requirements on the checklist are those considered most serious. Of course, as a licensee you are required to be in compliance with all other applicable statutes and regulations. We would like to take the opportunity to remind you that all of the statutory and regulatory licensing requirements governing *Children's Residential Facilities* are available at www.cclid.ca.gov.

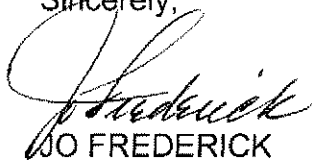
The CCLD website also provides the following tools and resources for staying knowledgeable and up-to-date on all licensing requirements:

Children's Residential Facility/Home Licensees
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- Evaluator Manual (policies and procedures)
- Children's Residential Updates, Provider Letters and Information Releases
- Fingerprint Information
- Licensing Forms and Publications
- Contact Information for Children's Residential Program Regional and County Offices

We hope that the checklist is helpful to you. We encourage you to conduct your own reviews and to contact your Licensing Program Analyst if you have any questions about licensing requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Frederick", written over the printed name.

JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures

**GROUP HOMES, GROUP HOMES FOR CHILDREN UNDER AGE SIX, COMMUNITY TREATMENT FACILITIES
SELF EVALUATION**

Licenseses are required to meet all licensing laws and regulations critical to the health and safety of children in care. It is recommended that licenseses routinely review their facilities to ensure that all licensing requirements are met. To assist with your review, Community Care Licensing has identified the most serious licensing requirements which, if not met, could jeopardize the health and safety of children in your care. If your review is done on a regular basis, it could prevent some of the most serious violations from occurring.

Facility Name:	Review Date:
Name of Reviewer:	

Regulation Sections		Provisions	Met	Not Met
1.	80010, 80028, 84128	Operates within the terms and limitations of the license, including capacity		
2.	80019, 80019.2	Maintain criminal record clearances (DOJ, FBI, CAIC) for appropriate personnel and others subject to criminal record clearances		
3.	80020, 84120	Appropriate fire clearance maintained		
4.	80022, 84022, 84122, 84222	Plan of Operation implemented and followed		
5.	80023	Emergency and Disaster Plan posted and staff are capable of implementing the plan; and plan is reviewed with the children		
6.	80061, 84061, 84161, 84261	Comply with all reporting requirements including, but not limited to: death, injury, unusual incidents, and changes in Plan of Operations		
7.	80064, 84064, 84164, 80065, 84065, 84165, 84265	Administrator and all facility personnel meet qualifications and training requirements		
8.	80065, 84065, 84165, 84265	All staff have required health screening		
9.	80065.5, 84065.5, 84165.5, 84265.5	Staff ratios maintained for children in care		
10.	80068, 84068.1, 84168.1, 84268.1	Intake Procedures and Admission Policies comply with regulations		
11.	80072, 84072, 84172, 84272	Children/staff are aware of Personal Rights, posted and not violated		
12.	84072.1, 84272.1	Discipline policies are education based and meet requirements		
13.	84172, 84175.2	Restraint and Seclusion procedures are used according to protocol		
14.	80075	First Aid/CPR Certifications are current; First Aid supply maintained		
15.	80075, 84075, 84175.1, 84275	Health related services are provided, and medications are stored, locked and properly disposed of; procedures and doctor's order followed		
16.	80074, 84274	Vehicles are properly maintained and equipped with seat belts, including car seats when necessary		
17.	80074, 84274(d)	No child is left unattended in a vehicle		
18.	80076, 84076, 84276	Maintain adequate supply of perishable/non-perishable food		
19.	84079, 84279	Appropriate social enrichment and enhancement activities are available to children in care		
20.	80087, 84087, 84187, 84287	Buildings and grounds meet requirements		
21.	80087, 84087.2, 84187, 84287	Facility, outside area clean, safe, sanitary, in good repair including toxics and dangerous weapons are locked and inaccessible		
22.	80087	Pools, spas, and bodies of water are covered, fenced, and inaccessible		